

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: December 15, 2003
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

President Brown called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Loren Dykstra, Lisa Godfrey, and James Vander Roest.

Approval of Agenda:
There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A.. Banking Resolution

Recommendation: Director Amdursky recommended the board adopt a resolution to authorize designated library personnel wire transfer authority for library funds at Comerica Bank.

Executive Summary: Updating this agreement is a requirement by Comerica's auditors in order to allow us to continue to do business with Comerica in our current capacity.



MOTION CARRIED 7-0. The resolution was adopted.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of October 27, 2003
- B. Minutes of the Special Session of November 3, 2003
- C. Personnel Items

Max Ahmad resigned from the position of half-time bookmobile driver effective November 18 to pursue other opportunities. He joined the staff in September 1999.

Jermaine Jackson began in the half-time bookmobile driver position on December 1. Mr. Jackson has been a substitute driver for KPL, so was able to easily move into this position. He will continue to also drive for the KPS Transportation Dept.

Matt Church resigned from the Community Relations Office half-time library assistant position, effective December 8. Mr. Church will begin in the masters program in librarianship at Wayne State University in the winter term, and hopes to have his degree by the summer of 2005. He has held a variety of hourly and part-time salaried positions during his undergraduate work at WMU.

Disposition: The board accepted the minutes of the meetings of October 27, 2003 and November 3, 2003 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending September 30, 2003

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the two-month period ending November 30, 2003.

MOTION: MS. GODFREY MOVED AND MS. DE SHON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE TWO-MONTH PERIOD ENDING NOVEMBER 30, 2003 AS RECOMMENDED.



MOTION CARRIED 7-0.

The Financial Reports for the two-month period ending November 30, 2003 were accepted.

ACTION ITEMS

V. A. Non Resident Fee for 2004

Recommendation: Mr. Amdursky recommended the board maintain the non resident fee for 2004 at \$155 per family.

Executive
Summary:

The non resident fee is based on the average tax on a residential parcel within the library district. Other alternatives were considered this year in an effort to find a better way to establish this fee, but did not seem to be an improvement.

MOTION: MR. VANDER ROEST MOVED AND MR. BROWN SUPPORTED REVISION MAINTAINING THE 2004 NON RESIDENT FEE AT \$155 PER FAMILY.

Discussion: We sold few cards, less than 100 in 2003, about the same as in the past.



MOTION CARRIED, 7-0.

REPORTS

B. Oshtemo Township Downtown Development Authority

Presentation: Mr. Amdursky indicated trustees had questions regarding whether the library would experience revenue loss from the creation of a Downtown Development Authority (DDA) being created by Oshtemo Township in the neighborhood of 9th Street and Stadium Drive.

Assuming a Tax Increment Financing Plan (TIF) is established, the new growth in the affected area is captured by the DDA. Therefore, if a property valued at \$100,000 exists in the area where the DDA is established, the library would continue to receive taxes on that property at that \$100,000 level. However, if the property were expanded and the value increased to \$150,000, then that new growth of \$50,000 would be captured by the TIF for a period of 10 years.

After 10 years, the DDA would expire and the entire tax amount would be received by the library from that point forward, or the library would have the opportunity to make a decision regarding continued participation in the DDA..

David Bushouse and Mary Lynn Borgais attended the meeting representing Oshtemo Township to answer trustees' questions.

Discussion: Mr. Bushouse and Ms. Borgais explained why Oshtemo Township was planning to establish the DDA, what areas would be affected, how the projected costs were developed, the process and timeline involved in establishing the DDA, and how they expect the DDA to positively impact growth in the affected area.

They indicated all the other partners affected have committed to participating in the DDA.

Mr. Amdursky explained the board need do nothing to participate, but could pass an affirmative motion to inform Oshtemo Township officials of their intent.

MOTION: MR. VANDER ROEST MOVED AND MS. GODFREY SUPPORTED A MOTION TO APPROVE KPL'S PARTICIPATION IN THE OSHTEMO TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY.

Ms. Godfrey said she was favorably predisposed to this type of activity. In the past KPL has asked Oshtemo citizens to support us; it may be time to provide support to Oshtemo. There are good ordinances in place regarding environmental concerns and given the residential and commercial emphasis there is no intent to promote manufacturing in the affected area.

Ms. De Shon did not want to appear to not support Oshtemo, but felt her job as a trustee is to support the activities of the library. Although the dollars involved may not seem like a lot in terms of the library's overall budget, she wonders what better could be done with those dollars for KPL's patrons if they were not captured for Oshtemo's development.

President Brown said KPL operates on a dedicated millage that citizens voted for support of the library. He feels it is inappropriate for KPL to make this type of investment and said he would vote in opposition to the motion.

Mr. Brown noted KPL's board participated in Kalamazoo's DDA when it was formed.

Ms. Godfrey felt by participating we would be investing in our own future and that it would be inappropriate to let others pay for us but expect to benefit along with them later. The cost estimate is \$32,000 annually over ten years – this is not an amount that we cannot afford to invest.

Mr. Brown said since Oshtemo is our major-growth area it is very likely support for KPL will be augmented through growth spurred by the benefits of the DDA

Mr. Vander Roest said we are part of the greater community. Participating would not require KPL to give anything up. He did not accept the notion we are squandering library funds – the library board takes a back seat to no one regarding the stewardship of public money.

Ms. De Shon likened the DDA to welfare for business owners; it does not spur viable development. She questioned what Kalamazoo accomplished through its DDA.

Ms. Godfrey disagreed and listed viable development that resulted from the City of Kalamazoo's DDA/TIF, including the KVCC Downtown campus, Lewis Chapin Building, Arcadia Creek development/festival site, Globe Casket Building, office spaces bringing in rents, residential rentals, and the entire revitalization of downtown, including the traffic being back on the mall.

Ms. De Shon asked what businesses did not benefit because they did?

Ms. Godfrey replied there were none. Kalamazoo businesses are better off than they were in the 1980's when this plan went into effect.

Mr. Dykstra felt the expectations of the proponents of the DDA were based on careful analysis and feels the DDA/TIF is a reasonable undertaking.



Motion Carried 5-2

(Yes – Godfrey, R. Brown, Vander Roest, Addison, Dykstra; No – D. Brown, De Shon)

C. Tactical Plan for 2004

Presentation: Mr. Amdursky told trustees the 2004 Tactical Plan represents the library's work plan for the coming year. Although not everything is mentioned in this plan (many ongoing items are assumed) it is an attempt to inform the board and staff of critical initiatives that will be priorities for 2004 as well as ongoing issues where concentrated efforts will continue. The Tactical Plan provides a working plan for the year. There is no need for the board to take action on this plan.

He highlighted the following areas for particular emphasis in 2004:

- Develop a first floor service plan with minimal cost impact.
- Continue to expand service to Spanish speaking clientele through programming and collection development.
- Complete redesign of KPL web site and integrate with new ILS.
- Offer thematic web searching classes.
- Identify and implement strategies for addressing job skills development for the public.
- Analyze current strategic plan for adequacy and based on board guidance, maintain or rework the plan.
- Begin planning for the impact on internal labor assignments if the *Kalamazoo Gazette* is digitally archived.
- Develop and implement orientation training for all new employees and establish a schedule to provide the training to current staff.
- Develop a diversity plan to help focus the library's efforts to build a diverse staff, develop its collection and expand its role in the community.
- Renegotiate contracts with KPLA and KPLSP.

Discussion: Mr. Amdursky suggested trustees may wish to reconsider the current strategic plan in the second half of 2004. That began a discussion of the recent survey. The director was asked to report to the board after staff consideration of the issues raised by the survey and what outcomes might be appropriate. There was also some discussion of the viability of teleconferencing

Ms. Addison was particularly concerned with diversity issues and what steps are being taken to follow up on the recent Healing Racism workshop.

The director brought trustees up to date on the suit against Program Corporation of America. The firm's owner has been charged and indicted in federal court and is out on bail. If there is ever a court decision KPL will be in line for reimbursement.

Mr. Vander Roest asked about what is being done regarding security since it was moved to "ongoing" status in the Tactical Plan. Mr. Amdursky said we recently upgraded our surveillance cameras to yield a clearer image and have added a guard at Eastwood during open evening hours. Even though this is now considered an ongoing item both proactive and reactive action is being taken.

Disposition: Trustees received the Tactical Plan.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

No report.

B. Personnel Committee

No report.

VII. OTHER BUSINESS

A. Directors Report

Discussion: Further concern about the survey results and what implications they might have for service was expressed. It was decided it would be constructive to schedule a retreat on this subject in the near future. The director and board president will develop an agenda and discuss timing for a retreat. Trustees were invited to contact either of them with suggestions for topics to include on the agenda.

Mr. Vander Roest pointed out the director plans to purchase Tutor.com's after school live tutor homework assistance product and suggested the board authorize the expenditure of \$10,000 to allow the purchase to proceed.

MOTION: IT WAS MOVED BY MR. VANDER ROEST, ON BEHALF OF THE FINANCE & BUDGET COMMITTEE AND SUPPORTED BY MS. DE SHON TO AUTHORIZE THE EXPENDITURE OF \$10,000 TO PURCHASE TUTOR.COM'S PRODUCT TO PROVIDE AFTER SCHOOL LIVE TUTOR HOMEWORK ASSISTANCE.



Motion carried 7-0.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Ms. DeShon, Ms. Godfrey, and Mr. Vander Roest commented on positive reactions from community members regarding the board's stance on the U.S.A. PATRIOT Act. Ms. Addison was pleased with Mary Doud's Viewpoint that appeared recently in the *Kalamazoo Gazette* on this topic. President Brown agreed and commended the members of board committee that developed the resolution.

Dr. Brown suggested it would be useful to provide the board with a comprehensive report on meeting rooms to allow them to assess whether full advantage is being taken of the rooms by the public and, depending on the outcome, to possibly review the fee structure. He will talk about that further with the director.

In response to a question from Mr. Vander Roest, the director reported none of the History, Arts and Libraries (HAL) state grants were cut by the state during recent budget reductions, nor was state aid to libraries cut. Mr. Vander Roest noted we could be impacted if library funding becomes part of the state budget. Mr. Amdursky noted that is why PLFIG is supportive of a constitutional amendment to establish and protect stable funding of libraries.

Ms. Godfrey noted KPL's cheerleaders at the recent Great Grown Up Spelling Bee won the award for best cheer, but she felt they should have also won the "spirit" award.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:50 p.m.

Loren Dykstra, Secretary